



## **CBRSD Fall COVID-19 Health and Safety Plan**

### Fall Reopening 2020

**Critical Health and Safety Requirements** (Massachusetts Department of Elementary and Secondary Education, Facilities Management-COVID 19)

Developed in consultation with pediatricians, infectious disease physicians, other medical advisers, and the COVID-19 Command Center’s Medical Advisory Board, and including a review of CDC and WHO guidance, the health and safety standards and requirements below will enable students and staff to safely return to school this fall. More details on implementation practices and considerations follow in this document.

- **Masks:** Masks are one of the most important tools to prevent transmission of the virus. From a facilities and operations perspective, it is important to consider how to best support adherence to masking, including putting up signs with reminders to wear masks and how to remove them safely, having a supply of masks for staff and students who may need them, safely disposing of soiled or unusable masks, and identifying spaces that are appropriate for mask breaks. Masks covering the nose and mouth are to be worn by students (required for grade 2 students and up and strongly encouraged for kindergarten and grade 1), staff, visitors, and vendors. Exceptions for meals, mask breaks, and medical exemptions are permitted. CBRSD is requiring all students to wear masks Prek-12 unless there is a medical reason for not wearing them. We are recommending that families provide medical documentation for any student that is not able to wear a mask in consultation with the school nurse and building principal.
- **Handwashing and hand sanitizing:** Enabling good hand hygiene practices is another key tool to mitigate transmission of the virus. Enabling good hand hygiene practices spans from student and staff arrival at school until their departure. This includes providing handwashing or sanitizing stations in commonly used areas (e.g., entries and exits, classrooms, bathrooms, eating areas, stairwell exits, etc.) We will ensure sufficient

supplies to accommodate frequent hand washing, and having hand sanitizer readily accessible.

- **Physical distancing:** Physical distancing is a critical component in mitigating the transmission of the virus. CBRSD has prioritized a physical distance of 6 feet. During meals, mask breaks, and other times when masks are not worn, 6 feet is the minimum distance allowed.
- **Creating cohorts** wherever possible: Directly related to physical distancing is the idea of creating cohorts (e.g. self-contained groups) of students wherever possible and limiting the cohort from interaction with others. Examples of cohorts could include an elementary school class, students on a bus, or groups of older students with similar schedules. By grouping students and staff into cohorts, interaction will be limited. This means that if there is a positive COVID-19 case in the school, fewer individuals will have interacted with that person. Cohorts will be used to the extent feasible for classes, transportation, mask breaks, meals, recess, and extra-curriculars. To assist with establishing cohorts, all students will have assigned seating in each class and to the extent feasible for meals and other activities.
- **School cleaning and disinfecting:** All CBRSD schools will update cleaning and disinfecting protocols, obtain additional supplies, and train staff appropriately. Cleaning and disinfecting should occur at least daily for shared spaces and furniture. For high-touch surfaces (e.g., door handles, light switches, handrails), cleaning and disinfecting should occur multiple times per day between uses. The Director of finance and Operations will meet with all custodians weekly for updates. The Head Nurse will train all custodial staff prior to the start of the school year. CBRSD will provide UV disinfection light sanitizers for classrooms during the evening-to be used by custodial staff. All custodial staff will be trained in their use.
- **Ventilation:** CBRSD Schools will increase outdoor air ventilation instead of using recirculated air and increase air filtration as much as possible for the ventilation and filtration system. Filters will be upgraded and systems will be adjusted to increase outdoor air filtered into classrooms.
- **Movement protocols within facilities:** CBRSD will develop clear movement protocols to avoid crowding, maintain cohorts, and minimize unnecessary person-to-person interactions. These protocols will include a plan for arrival and dismissal times, transitions between classes, and bathroom breaks, as well as outlining one-way movement pathways for hallways and cafeterias. All students and staff will maintain 6 ft. of social distancing.

DESE Guidelines	CBRSD District Wide Expectations
<b>Goals</b>	
<p>CBRSD will provide a <u>clear set of health and safety protocols for maintaining safe and healthy educational settings</u>. This information is based upon up-to-date state directives and guidelines as well as recommendations from the BOH representatives and the Berkshire Health Alliance. While subject to revision as the COVID-19 pandemic evolves and more scientific evidence becomes available, these requirements will serve as our opening blueprint. The primary goals of all health protocols include:</p> <ul style="list-style-type: none"> <li>● <b>Reduce the exposure</b> of students and staff by maximizing cohorting in all schools.</li> <li>● Reduce the risk of individuals infected with COVID-19 from entering the school by providing families with guidelines for monitoring symptoms.</li> <li>● <b>Decrease transmission of COVID-19</b> among staff and students through effective public health measures.</li> <li>● Quickly identify individuals with COVID-19 symptoms and put containment and <b>contacting tracing procedures in place</b> to minimize the impact on students, staff and education.</li> <li>● <b>Ensure that the special needs of students with physical, emotional and behavioral concerns are thoroughly addressed in a fair and equitable manner.</b></li> <li>● <b>Communicate regularly with staff, students, families and the community</b> to provide assurances that schools are working to keep students and staff safe and healthy</li> <li>● Ensure that COVID-19 health guidance safeguards an equitable educational experience for all students.</li> </ul>	
<b>Mask Wearing</b>	
<p>Students in grade 2 and above are required to wear a mask/face covering that covers their nose and mouth. Students in kindergarten and grade 1 will be strongly encouraged to wear a mask/face covering. Face shields may be an option for those students with medical, behavioral, or other challenges who are unable to wear masks/face coverings.</p>	<ul style="list-style-type: none"> <li>● Signage for face mask wearing will be placed at the entrance of school buildings</li> <li>● <i>CBRSD will adopt a mask wearing policy</i> <ul style="list-style-type: none"> <li>○ <i>Draft</i></li> </ul> </li> <li>● Training will be provided to family, teachers and students related to proper wearing, taking on and off, and care of masks.</li> <li>● CBRSD will require all students to wear masks Prek-12 unless there is a medical reason for not wearing them. We are recommending that families provide medical documentation for any student that is not able to wear a mask in</li> </ul>

	<p>consultation with the school nurse and building principal.</p> <ul style="list-style-type: none"> <li>● Mask breaks will be scheduled into the school day at frequent intervals- outdoors whenever possible.</li> <li>● Students will be encouraged to bring masks from home, however all schools will have masks available for students.</li> <li>● Face shields and plexiglass carrels will be provided for students that are unable to wear masks for medical reasons.</li> <li>● A visual and tips will be provided to all families regarding protocols for mask wearing.</li> <li>● The CBRSD Policy Subcommittee will implement a mask wearing polich modeled off of the MASC policy.</li> </ul>
<p>Adults, including educators and staff, are required to wear masks/face coverings.</p>	<ul style="list-style-type: none"> <li>● All adult educators and staff will be expected to wear masks.</li> <li>● CBRSD will provide masks for educators that do not have them.</li> <li>● CBRSD will provide a face shield in addition to masks for situations where educators are at higher risk (staff working with students who cannot wear masks, staff who are high risk for COVID19)</li> </ul>
<p>Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors.</p>	<ul style="list-style-type: none"> <li>● For students who have exceptions to the mask/face covering requirement, CBRSD will provide 3 sided plexiglass desk guards for students to sit behind.</li> </ul>
<p>Mask breaks should occur throughout the day. Breaks should occur when students can be six feet apart and ideally outside or at least with the windows open. Further guidance on mask breaks including duration and frequency will be forthcoming, as well as more information about properly removing and putting on masks.</p>	<ul style="list-style-type: none"> <li>● When possible, PE classes will be held outside with 6 feet of social distancing where students can take masks off during this class.</li> <li>● During lunch students will be seated 6 feet apart and will take their masks off</li> <li>● During outdoor recess when students can be 6 feet apart they will not be required to wear masks</li> <li>● Staff can bring classes outside for instruction and have students take their masks off if students are able to be 6 feet apart. Outdoor learning stations will be identified for use at</li> </ul>

	each building
Masks/face coverings should be provided by the student/family, but extra disposable face masks should be made available by the school for students who need them. Reusable masks/face coverings provided by families should be washed by families daily. Districts and schools with families experiencing financial hardship and unable to afford masks/face coverings should endeavor to provide masks for students...	<p>CBRSD will communicate with families the expectation of students wearing masks and offer assistance to provide masks to families who need them.</p> <p>CBRSD will provide facemasks at the school for students who get to school by other means than a bus.</p>
Masks/face coverings are required to be worn by everyone on the bus during school bus transportation.	CBRSD will provide face masks on buses for students to access upon entering the bus
Transparent face coverings provide the opportunity for more visual cues and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.	CBRSD will provide transparent face coverings for staff who will need it to work with students (Speech Language Pathologists, staff working with deaf or hard of hearing students)
<b>Physical Distancing</b>	
We encourage districts and schools to aim for six feet of distance between individuals where feasible. At the same time, a minimum physical distance of three feet has been established when combined with the other measures outlined in this list of safety requirements.	<p>Physical distancing signage will be placed in hallways throughout the building.</p> <p>Staff, families and students will be trained regarding social distancing protocols</p>
Classroom and facility configuration: To the extent possible, desks should be spaced six feet apart (but no fewer than three feet apart) and facing the same direction. Again, schools should seek to maximize physical distance between desks within their physical and operational constraints.	<p><i>Students and staff will be expected to maintain a distance of 6 feet apart for social distancing purposes.</i></p> <p>In a hybrid model, desks will be 6 feet.</p>
Alternative spaces in the school (e.g., cafeteria, library, and auditorium) should be repurposed to increase the amount of available space to accommodate the maximum distance possible.	Cafeteria will be used for lunches in order to give a 6 foot distance. Gyms and alternate locations will also be utilized for lunches to the extent necessary to obtain the 6-foot distance.
Additional safety precautions are required for school nurses and/or any staff supporting students with disabilities in close proximity, when distance is not possible: These precautions must include eye protection (e.g., face shield or goggles) and a mask/face covering.	<p>Staff who do diapering will be provided with smocks, gloves, face shields and facemasks.</p> <p>Staff who perform diapering and supporting students with disabilities will be provided training related to proper procedures for donning and doffing.(putting on</p>

<p>Precautions may also include gloves and disposable gowns or washable outer layer of clothing depending on duration of contact and especially if the individual may come into close contact with bodily fluids.</p>	<p>and taking off) PPE.</p> <p>Staff will be provided with training regarding the proper use of gloves.</p> <p>School nurses will be provided additional training for proper donning and doffing PPE</p>
<p>Cohorts: Schools should divide students into small groups that remain with each other throughout the day, with smaller cohort sizes preferred. Schools should look for ways to isolate cohorts of students and prevent inter-group contact to the extent feasible.</p>	<p>School based teams will determine specifics regarding cohorting.</p> <p>The high school will implement block scheduling to minimize student movement and to limit cohorts</p>
<p>Capacity: There are no required maximums on cohort or group sizes, so long as schools adhere to the physical distancing requirements above. (This guidance for the fall will replace previous summer guidance at the start of the school year, assuming positive health metrics hold.)</p>	<p>CBRSD will strive to maintain 6 feet of distance between individuals in classrooms but no less than 3 feet between individuals.</p>
<b>Screening</b>	
<p>Screening procedures are not required at the point of entry to the school. However, school staff (as well as bus drivers) should observe students throughout the day and refer students who may be symptomatic to the school healthcare point of contact.</p>	<p>Bus Drivers should call the school if a student is symptomatic. The school nurse will meet the bus and take the child directly to the health room to evaluate symptoms. If the student is found to have COVID-19 symptoms they will be placed in the isolation room and the protocol chart will be followed for notification and dismissal.</p> <p>If a child is in a classroom and is, symptomatic staff should call the nurse to report the symptoms before sending the student to the nurse. The nurse will clear the health room before admitting the symptomatic child to minimize infection.</p> <p>School staff, other than the nurse, will not take temperatures or otherwise screen students. The nurse will be doing any symptom checks in the health room.</p> <p>Training will be provided to staff related to signs and symptoms of COVID and procedures to follow when observed.</p>
<b>Handwashing</b>	

<p>Students and staff are required to exercise hand hygiene (hand washing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.</p>	<p>Hand sanitizer stations will be installed throughout the building and in close proximity to classrooms.</p> <p>Hand washing will be encouraged throughout the day, especially upon entering the building and before and after lunch.</p>
<p>Handwashing: When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.</p>	<p>Hand washing signage will be placed at hand washing stations.</p> <p>Training will be provided to students and staff related to hand washing and the use of hand sanitizer.</p>
<p>Hand sanitizing: If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropyl content can be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer should be placed at key locations (e.g., building entrances, cafeteria, and classrooms).</p>	<p>CBRSD will purchase additional hand sanitizing stations to be available throughout the school buildings.</p>
<p><b>COVID Related Isolation Space</b></p>	
<p>Schools are required to designate a COVID-19 related isolation space that is separate from the nurse’s office or other space where routine medical care is provided. A student who shows COVID-19 symptoms during the school day should be moved to the specific room pre-designated for medical-related isolation until they can be picked up by a family member</p>	<p>Each school will designate the space in collaboration with the school nurse.</p> <p>Training will be provided to the nursing staff related to the use and procedures of the isolation room.</p> <p>Nurses will call families to report symptoms and to request that they pick up the student as outlined in the <a href="#">DESE protocols</a>.</p> <p>When an adult comes to pick up the child, they will be given hard copies of the <a href="#">COVID19 testing sites</a> and <a href="#">Quick Reference Sheet</a> for returning to school by office staff.</p> <p>The office will call the nurse and she will determine when the parent can come to the isolation room to pick up the child.</p> <p>Staff involved in the handling and dismissal of a student displaying COVID signs and symptoms will be trained</p>

	<p>in the process.</p> <p>Families will receive training related to the procedures for student pick up.</p>
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<b>COVID Testing in Schools</b>	
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<p>COVID-19 testing in schools: At this time, in-school testing is not recommended. Students’ families should discuss testing with their health care provider. As the accuracy of point-of-care testing develops, this guidance may change.</p>	<p>A <a href="#">Testing Sites</a> document will be given to each family when they come in to dismiss a student.</p> <p>For families who call their children in with symptoms, the information will be shared in a phone conversation. See <a href="#">Communication Plan</a></p>
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COVID Test Site	Information
<p><b>Berkshire Medical Center</b> 725 North St. Pittsfield, MA</p>	<p><b>Phone: 413-447-2000</b> <b>Hours: 8:00am-12:30pm M-F</b> <b>8:00am-11:00am Sat</b> <b>Accepts Mass Heath</b> <b>Tests Children</b> <b>Appointment required</b> <b>Referral Required</b> <b>Free testing for uninsured</b> <b>Contact your healthcare provider first.</b></p>
<p><b>MedExpress Urgent Care Pittsfield</b> 999 Dalton Ave. Pittsfield, MA</p>	<p><b>Phone: 413-448-6231</b> <b>Hours: 8:00am-8:00pm Mon-Sun</b> <b>Accepts Mass Heath</b> <b>Tests Children</b> <b>Call first</b> <b>Contact your health provider first</b></p>
<p><b>CVS Pittsfield - Minute Clinic</b> 107 West Street Pittsfield, MA</p>	<p><b>Hours: 8:00am-9:00pm/M-F</b> <b>9:00am-8:00pm/Sat</b> <b>9:00am-6:00pm/Sun</b> <b>Accepts MassHealth</b> <b>Minimum Age: 18</b> <b>Appt. Required at MinuteClinic.com</b> <b>Free Testing for Uninsured</b> <b>Proof of identity and Mass</b> <b>residency and test confirmation.</b></p>

**Hotline for BMC: (855) 262-5465**

*\*Please be aware that the turnaround time for test completion and results will vary based on urgency and demand.*

<b>Health and Safety/PPE Supplies</b>	
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<p>Per the initial supply guidance issued by DESE, schools should have an inventory of standard healthcare supplies (e.g., masks and gloves). Use of additional supplies may be optional based on the type of tasks performed (e.g., teachers do not need to wear gloves while teaching but</p>	<p>CBRSD has ordered PPE based on the initial supply guidance.</p> <p>Training will be provided training regarding proper use of PPE to staff.</p>
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may need to during necessary contact with students, such as when providing physical support to students with disabilities).

**School Handbooks**

School handbooks will be revised to reflect protocols for at home monitoring of symptoms.  
 School handbooks will be revised to provide guidelines regarding recognizable COVID-19 symptoms, when to keep students home, for how long, and guidance regarding testing.

[Addendum to School Handbooks](#)

**Process for handling a COVID-19 positive case in the school community, including when a school or classroom would need to shut down.**

**COVID-19 Incident Response Chart**

Event	Location of Event	Testing Result	Quarantine
Individual Is symptomatic	If an individual is symptomatic <u>at home</u> they should stay home and get tested.	Individual Tests <u>Negative</u>	Return to school once asymptomatic for 24 hours.
	If an individual is symptomatic <u>on the bus or at school</u> they should remain masks and adhere to strict social distancing. Students will then be met by the nurse and place in the medical isolation space until they can get picked up to go home. They should not be sent home on the bus.	Individual Tests <u>Positive</u>	Remain home (except to get medical treatment), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or MA community tracing collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 14 days and until at least 3 days have passed with no fever without fever reducing medications and improvement of symptoms.,
	If a staff is symptomatic at school they will be sent home and should get tested.	Individual Is <u>Not Tested</u>	Return to school 14 days from start of symptoms, once symptoms have improved and they have been without a fever for 24 hours without fever reducing medication
Individual is exposed to COVID-19 positive individual	If an individual is <u>at home</u> when they learn they were in close contact to an individual who has tested positive to COVID-19 they should stay home and get tested 4-5 days after their last exposure to the COVID-19 positive individual.  If an individual is at school when they learn they were in close contact to an individual who has tested positive to COVID-19 they should be masked for the remainder of the day and adhere to strict social distancing. At the end of the day they should go home and should not take the bus home. They should stay home and get tested 4-5 days after their last exposure to the COVID-19 positive individual.	Individual Tests <u>Negative</u>	Remain home in self-quarantine for 14 days, return to school after 14 days and asymptomatic
		Individual Tests <u>Positive</u>	Remain home (except to get medical treatment), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from the local board of health or MA community tracing collaborative. Most people who have relatively mild illness will need to stay in self-isolation for at least 14 days and until at least 3 days have passed with no fever without fever reducing medications and improvement of symptoms
		Individual Is <u>Not Tested</u>	Remain home in self-quarantine for 14 days, return to school after 14 days and asymptomatic

## Bus Safety

- Students that are feeling unwell should not ride the bus. We ask all families to monitor symptoms.
- Bus drivers are required to wear facial coverings while transporting students.
- All students are required to wear facial coverings on the bus (with noted exceptions)
  - Students who have a medical or behavioral reason for not wearing a facial covering should not be required to wear one. These decisions should be made in partnership with the school nurse, the students' teachers, and a member of the administration
  - Assign seats for students on the school bus.
  - Face masks will be available on busses for students who do not have them
- Siblings from the same household may sit together.
- Students should sit in the same seats to and from school.
- Families may transport their children to school if they so wish.
- Eating or drinking on the bus is discouraged.
- Students will load and unload in a socially distanced manner.
- Student seating assignments will plan for social distancing.
- Busses will be sanitized before students get on the bus at the beginning of the day and at the end of the day.

## Sanitization

All CBRSD Schools will schedule frequent and thorough cleaning each day. All staff will be trained in proper cleaning and disinfecting. Common spaces and frequently touched surfaces and doors will be cleaned and disinfected at the beginning, middle and end of each day.

- Clean and disinfect frequently touched objects and surfaces such as:
  - All surfaces, especially where students eat
  - Bathrooms
  - Door handles and handrails
  - Metal and plastic playground equipment
  - Specifically, regarding shared bathrooms, bathroom use should be kept to the groups that are already in cohorts together. Schedule restroom breaks to avoid overcrowding.
  - Toys that cannot be cleaned and sanitized should not be used, including items such as soft toys, dress-up clothes and puppets.

## Resources

- [List N: Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

### Facilities and operations planning checklist

Each district and school should develop a facilities and operations plan to ensure effective implementation of health and safety guidance. This plan should include the following key areas:

- Prepare spaces in the facilities:** Develop plans to prepare the following spaces prior to the start of the school year.
  - Student learning spaces
  - Staff office set-up
  - Mask break spaces
  - Student eating areas
  - Medical waiting room
  - Entry and exit points
  - Storage and disposal of unnecessary furniture or other items
- Make modifications to facilities and building systems as feasible:** Develop plans to ensure set-up of additional fixtures and appropriate modifications to the existing physical infrastructure.
  - Handwashing and hand sanitizing stations
  - Ventilation and HVAC systems
  - Hallways
  - Bathrooms
  - Water fountains
  - Lockers
  - Signage throughout the building
- Develop operational protocols:** Develop operations plans to align all staff, families, students, and visitors on expected healthy behaviors and precautions.
  - Cleaning and disinfecting
  - Food preparation and distribution
  - Movement in the facility
  - Arrival and dismissal of students
  - Sharing items
  - Visitor and volunteer engagement
  - Using the medical waiting room
- Develop communication protocols**
- Inform students, families, staff, and visitors to ensure alignment and adherence to guidance**

## Food Service

- Students will take masks off while eating
- A strict adherence to the 6 foot social distancing will be maintained during lunch
- Students will have assigned seating during the lunch period
- Staff may take students outside to eat as long as 6 feet of social distancing is maintained
- Students will properly wash or use hand sanitizer before and after eating
- Food safety training for cafeteria workers will be provided
- Grab-and-Go style lunches will be served.
- For remote learners, a drive through meal service will be provided
- For the hybrid model, lunches will be provided to students prior to the end of the school day to take home for their remote learning day.

## Procedures for Students and/or Staff Exhibiting Symptoms or Testing Positive for COVID 19

- DESE and district level guidance regarding procedures for responding to COVID symptom scenarios will be distributed to families at the beginning of the year
- DESE guidance regarding procedures for responding to COVID symptoms scenarios will be communicated to staff.
- When student /staff exhibit symptoms student/staff will be assessed in health office
- Nurses will document all student/staff visits regarding COVID scenarios in SNAP. Nurses will be trained in and follow isolation, notification and dismissal procedures.
- If student is dismissed from school testing sites and protocols will be given to the parents and reviewed
- If staff is dismissed from work, Testing sites and protocols will be reviewed with staff by nurse or building administrator
- When families /staff report an absence from home, related to exhibiting COVID symptoms, a COVID positive result or a COVID known exposure, protocols will be reviewed with families/staff at that time via phone by nurse or building administrator
- The procedure for communication regarding student/staff exhibiting COVID symptoms, a COVID positive result or a COVID known exposure during school will be followed.
- The procedure for communication regarding student/staff exhibiting COVID symptoms, a COVID positive result or a COVID known exposure through an absence notification will be followed.
- Families and staff will be trained in the importance of self-monitoring, when to report and proper notification channels to follow.
- Staff directly involved in the notification procedure will be trained in the process.
- If parents keep students home with symptoms, the protocols will be reviewed with the parents over the phone.

*Communication Regarding Procedures for CBRSD COVID Health and Safety*

**COMMUNICATION PLAN FOR COVID19 EVENTS**

Event	Communication	Resources
<p><b>Student is symptomatic at school</b></p>	<p>If student is symptomatic in school:</p> <ol style="list-style-type: none"> <li>1. the child is assessed by the Nurse and physical distanced in medical isolation area.</li> <li>2. the nurse calls parents to notify and request the student be picked up.</li> <li>3. Nurse notifies front office that a parent will be coming to pick up the student and records the event in SNAP</li> <li>4. Front office staff will notify the head custodian regarding the room number for enhanced cleaning that evening. Head custodian will direct the night shift custodians as to the room that needs enhanced cleaning.</li> <li>5. When the adult comes to school to pick up the student, the administrative assistant gives the parents the handout with testing sites and protocol for returning to school and nurse will educate,</li> <li>6. An email is sent by the office with the Handouts Attached</li> </ol>	<p><a href="#">Phone call script for nurse.</a></p> <p><a href="#">Testing site Handout Protocol for return</a></p> <p><a href="#">Email script</a>  <a href="#">Testing site handout Protocol for return</a></p>
<p><b>Student is symptomatic and kept home from school.</b></p>	<p>If the parent does not call in, a phone call will be made by the Administrative Assistant to check. If parent reports symptoms:</p> <ol style="list-style-type: none"> <li>1. Administrative Assistant notifies the parent/guardian of the testing sites and protocol for returning to school.</li> <li>2. Administrative assistant notifies the nurse with the student name and the symptoms. The nurse records it in SNAP and follows up with family if needed.</li> <li>3. An email is sent by the office with the handouts attached.</li> </ol>	<p><a href="#">Phone call script for Administrative Assistant</a></p> <p><a href="#">Email script</a>  <a href="#">Test site handouts Protocol for return</a></p>
<p><b>Student/Staff has tested COVID19</b></p>	<p>Whoever is notified will contact the principal and the nurse at the school.</p> <ol style="list-style-type: none"> <li>1. If verification or additional information is</li> </ol>	<p>Students who were in</p>

<p><b>positive</b></p> <p><b>Dismissal procedure for students who were exposed to the COVID-19 positive student/staff</b></p>	<p>needed, the nurse will call home.</p> <ol style="list-style-type: none"> <li>2. Principal will compile the list of students who they had close contact with which will include the students that ride the bus with the child, and all students and staff who the child was in class with.</li> <li>3. If students are in school, those students will be kept in a cohort 6 feet apart with masks and preferably outside until students can be picked up.</li> <li>4. Staff who were exposed will be notified by principal or assistant principal</li> <li>5. Principal, assistant principals, and guidance staff will be utilized to call families of those students affected</li> <li>6. Follow up emails will be sent with COVID19 testing sites and protocols for returning to school</li> <li>7. Principal will contact their COVID-19 Coordinator with list of students and staff who have been exposed.</li> <li>8. COVID-19 Coordinator will contact Debbie White to report incident</li> <li>9. Debbie White will contact the appropriate Board of Health and Pulbic Health Nurse</li> </ol>	<p>close contact with the COVID-19 student or staff will be sent to a predetermined room (each school will determine a space to use). If a staff member was also exposed, the staff member will go to that room as well. Staff will be dismissed after students have been picked up.</p> <p><a href="#">Script for calling families</a></p> <p><a href="#">Email script</a> <a href="#">Testing sites/Protocols</a></p> <p><a href="#">CBRSD Contact list</a></p>

<i>Topic</i>	<i>Training Modality</i>	<i>Date</i>
<i>Health and Safety District and School Procedures</i>	<i>Video</i>	<i>To be released Aug. 17.</i>
<i>Health and Safety District and School Procedures</i>	<i>Handbook Addendum</i>	<i>To be released September 4 in principal's newsletter</i>
<i>Q&amp;A with the Superintendent</i>	<i>Zoom Session (questions submitted ahead of time after watching the video)</i>	<i>Aug. 24, 6:30PM</i>
<i>Process for when a student is symptomatic:</i>	<i>Video Release</i>	

<ol style="list-style-type: none"> <li>1. <i>Student is sent to the nurses office</i></li> <li>2. <i>Student is placed in the COVID-19 identified location</i></li> <li>3. <i>Family is called by the nurse to pick student up</i></li> <li>4. <i>Students can return when they provide documentation from a medical professional.</i></li> </ol>	<p><i>District Level PD-First 10 Days</i> <i>School Level PD-First 10 Days</i></p>	<p><i>Aug. 31-Sept. 14</i></p>
<p><i>Process for when a student is identified as positive:</i></p> <ol style="list-style-type: none"> <li>1. <i>The school receives information from the family, BOH, town nurse liaison identifying a student as positive.</i></li> <li>2. <i>The school COVID manager calls the district level COVID manager to begin the contact tracing process to identify individuals that were exposed.</i></li> <li>3. <i>_____ calls the families to let them know their child was exposed. They are informed that they should be tested after 5 days of exposure. The family is informed of the testing locations.</i></li> <li>4. <i>A script is linked here.</i></li> <li>5. <i>An email will follow describing in detail...</i></li> </ol>	<p><i>Video Release</i></p> <p><i>District Level PD-First 10 Days</i> <i>School Level PD-First 10 Days</i></p>	
<p><i>Process for when a student is identified as positive:</i></p> <ol style="list-style-type: none"> <li>6. <i>The school receives information from the</i></li> </ol>	<p><i>Video Release</i></p> <p><i>District Level PD-First 10 Days</i> <i>School Level PD-First 10 Days</i></p>	

<p><i>family, BOH, town nurse liaison identifying a student as positive.</i></p> <p><b>7. The school COVID manager calls the district level COVID manager to begin the contact tracing process to identify individuals that were exposed.</b></p> <p><b>8. _____ calls the families to let them know their child was exposed. They are informed that they should be tested within 5 days of exposure. The family is informed of the testing locations.</b></p> <p><b>9. A script will be linked here.</b></p> <p><b>10. An email will follow describing in detail...</b></p>		
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**Ventilation Systems**

CBRSD will ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible.

	<b>Service Date</b>	<b>Action Steps</b>
<b>Wahconah</b>	Scheduled August 10-13	SNE Building Systems will evaluate the classroom unit ventilators, the air-handling units in the gym, and auditorium, for operation-to increase air circulation from the outside via the fresh air intakes.
<b>Nessacus</b>	07/20/2020	The HVAC system was evaluated by United Control Solutions, noting items for repair and a strategy for increasing outdoor air supply. The HVAC system will run in occupied mode, coupled with increasing air filters to the current ASHREA recommendation of MERV 13. County Electrical contractors will begin repairing the HVAC system on July 27 as noted in the report from UCS. These items will be completed by August 7, 2020

<b>Craneville</b>	Scheduled August 3-5	SNE Building Systems will evaluate Rooftop Air Handler units for operation-to increase air circulation from the outside via the fresh air intakes.
<b>Kittredge</b>	Week of August 10th	CTC will evaluate packaged air handler units and classroom unit ventilators for operation-to increase air circulation from the outside via the fresh air intakes.
<b>Becket Washington</b>	Week of August 10th	CTC will evaluate packaged air handler units and classroom unit ventilators for operation-to increase air circulation from the outside via the fresh air intakes.

## Contact Tracing

When there is a confirmed case of COVID-19 in the school, the building COVID Manager will reach out to the case manager to identify the family and any staff members that may have had contact with the individual. The building level COVID Manager will also reach out to a member of the school administrative team as well as the CBRSD COVID Manager.

When there is a confirmed case of COVID-19 in the school, the building COVID Manager will reach out to the positive case student's family or staff member to review protocols, education and support. The building COVID Manager will inform the building administrator and the District COVID manager.

The building COVID Manager and the building Principal will identify individuals that have had contact with the positive case and inform student families and staff members involved.

The District Covid Manager will contact the local Board of Health.

District COVID-19 Manager: Debbie White; [dwhite@cbrsd.org](mailto:dwhite@cbrsd.org) 413-684-0780 extension 2168

### List of building COVID-19 Managers:

Becket Washington: Tonya Halley, [thalley@cbrsd.org](mailto:thalley@cbrsd.org); 413-623-8757

Kittredge: Kellie Jean Galliher, [kgalliher@cbrsd.org](mailto:kgalliher@cbrsd.org); 413-655-2525 extension 3105

Craneville: Nancy Hopper, [nhopper@cbrsd.org](mailto:nhopper@cbrsd.org); 413-684-0290 extension 4209

Nessacus: Heather Penney, [hpenney@cbrsd.org](mailto:hpenney@cbrsd.org); 413-684-0780 extension 2177

Wahconah: Joan Roy, [jroy@cbrsd.org](mailto:jroy@cbrsd.org); 413-684-1330 extension 1130

### Role of Schools

- Take measures so that persons exposed can be more easily traced:
  - Use assigned seating for each class, the bus, and cafeteria.
  - Remote meetings will be encouraged. If meetings happen in person, use sign-in sheets for in-person meetings to document attendees.
  - Keep accurate records of any persons other than students and staff that enter the building, their reason for being there, names of the people they came within 6 feet of and the locations in the building they

visit.

- Take attendance for every class and include all staff/contractors who were in the Classroom

SNAP nursing documentation

- Students and Staff will be recorded as COVID Positive, Known COVID exposure, and COVID symptoms determined, COVID symptoms undetermined
- Daily District health trend reports will be reviewed by the Nurse Supervisor, Kellie Jean Galliher.
- When there is an increase in COVID related Data, the Nurse Supervisor will contact the COVID Manager, Debbie White and the Superintendent, Leslie Blake-Davis.

**Professional Development Plan for Health and Safety  
Fall 2020 Reopening**

AUDIENCE	PROFESSIONAL DEVELOPMENT PLAN
Staff	<ul style="list-style-type: none"> <li>● Signs, Symptoms, self-monitoring, and Protocols regarding notifying nurse, isolation, dismissals, requirements for return and contact tracing.</li> <li>● Staff directly involved in receiving information related to a COVID absence will be trained in the chain of communication.</li> <li>● Proper usage of PPE (Proper wearing, taking on and off, and care of masks), Hand washing and hand sanitizing.</li> <li>● Cleaning and disinfecting protocols.</li> <li>● Protocols and instruction to students regarding safety precautions (PPE, Social Distancing, hand sanitization)</li> </ul>
Families	<ul style="list-style-type: none"> <li>● Signs, Symptoms, self-monitoring, and Protocols regarding isolation, dismissals, requirements for return, and contact tracing.</li> <li>● Proper usage of PPE (Proper wearing, taking on and off, and care of masks), Hand washing and hand sanitizing.</li> <li>● Cleaning and disinfecting protocols.</li> </ul>
Custodial	<ul style="list-style-type: none"> <li>● Enhanced Cleaning and disinfecting protocols</li> </ul>
Administration	<ul style="list-style-type: none"> <li>● Contact tracing and data analysis</li> </ul>

	<ul style="list-style-type: none"> <li>● Communication (absences, contact-tracing notifications, return to school protocol, etc.)</li> <li>● Procedures for notification</li> <li>● Signs, Symptoms, self-monitoring, and Protocols regarding notifying nurse, isolation, dismissals, requirements for return and contact tracing.</li> <li>● Staff directly involved in receiving information related to a COVID absence will be trained in the chain of communication.</li> <li>● Proper usage of PPE (Proper wearing, taking on and off, and care of masks), Hand washing and hand sanitizing.</li> <li>● Cleaning and disinfecting protocols.</li> </ul>
Nursing Staff	<ul style="list-style-type: none"> <li>● Procedures and protocols for isolation room</li> <li>● Chain of command when reporting symptomatic students and COVID positive staff or students.</li> <li>● Use of SNAP for recording symptoms.</li> </ul>



**Informational Session for Families From the Superintendent**

<b>Purpose</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
The purpose of this session will be to facilitate a question and answer session. Families will be able to submit questions ahead of time.	August 24, 2020	6:30 PM	ZOOM address sent in weekly family communication